



Kentucky Department for Libraries and Archives
Local Records Program

Grant Application

Please review *Local Records Grant Guidelines* and consult with your *Regional Administrator* before completing this form. Use extra sheets if necessary and attach three written, itemized, project bid proposals for each project section. Please send the completed forms to:

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
Frankfort, Kentucky 40602-0537

Part A: Contact Information

Applicant Name: Richard Stipp Eads
Applicant Title: Bourbon County Clerk
Office Address: 301 Main Street P.O. Box 312
Paris, KY 40361
Phone Number: (859) 987-2142
Email Address: richard.eads@ky.gov
Federal ID Number: 061-6000923

Part B: Project Summary

Total Funds Requested: \$ 58,500.00

Please provide a complete description of the proposed project. Describe the project scope and the anticipated finished product(s). Explain why these records were selected for preservation as well as their historical significance and relevance to the community. Provide proposed methods for handling the records to ensure they conform to generally accepted archival and records management standards. See the guidelines for additional examples and attach additional sheets, if needed.

Create system index and upload scanned images for 45 Deed books A-Z (1786-1803), 26 Deed books #6, 10-11, 32-49 (1802-1857) and 15 Marriage books #90-104 (1984-2014). Many of these are period books with hand written scrolling and fading. Attention to detail is required for the older books. Cross reference is required. Confirmation of spelling and identity. Security microfilming is also required. Some books are encapsulated, oversized and sewn. These are some of the oldest records of our Commonwealth and must be protected and preserved. If this grant is funded, these books will have another layer of protection and will be more readily accessible to the public and staff. These historical records must be preserved for future generations. These books document our oldest land and cultural history.



Kentucky Department for Libraries and Archives
Local Records Program

Plan of Work

Please list preferred project vendor(s) for each section, vendor addresses, and vendor phone numbers. (If not selecting lowest bid proposal, please attach a justification.)

Section 1

Vendor Name: DRMS
Vendor Address: 1400 Husbands Road
Paducah, KY 42002
Vendor Phone and Email: (270) 443-1610 / bengurrola@drmsusa.com

Purpose: Security Microfilming ☐ Digitization ☒ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Deed Books A-Z</i>	<i>1799-1858</i>	<i>L1317</i>	<i>\$6,255</i>
Create system index/upload scanned images for 71 deed books A-Z, 8, 10-11, 32-49	1788-1857	L1317	\$53,250
and for 15 Marriage books # 90-104	1964-2014	L1234	\$5,250
Diazo Cost for <u>NA</u> Copies			NA
Quality Control (Add 12.5% of the microfilming cost)			NA
Total Cost			\$58,500.00

Section 2

Vendor Name: _____
Vendor Address: _____
Vendor Phone and Email: _____

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Shelving</i>	<i>N/A</i>	<i>N/A</i>	<i>\$9,040</i>
Diazo Cost for _____ Copies			
Quality Control (Add 12.5% of the microfilming cost)			
Total Cost			

****Please Attach Additional Sections, if needed.****



**Kentucky Department for Libraries and Archives
Local Records Program**

Commitment of Local Government:

Explain the local government's commitment to a comprehensive records management program (appropriate disposition of records, designation of a records officer, and training of records personnel in records management techniques). Please detail how your office will commit resources to this project (adequate office, storage or working space; personnel; supplies; equipment; or a monetary contribution).

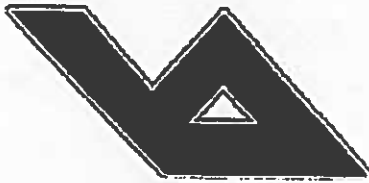
The office of the Bourbon County Clerk is committed to a comprehensive records management program. We work closely with our Regional Administrator, Jack Arnold, on records management activities and on the development of grant applications. We use both the Local Government General records schedule and the County Clerks records schedules to determine the appropriate and legal disposition of our records. All of our staff are trained on records management as it pertains to their position. We are committed to this project and will provide the vander office space and any resources at our disposal. Designated staff members will be inspecting images and indexes while the project proceeds. We commit resources each year for book preservation, proper storage and records management.

Are these records stored in secure, fire resistant facilities? If no, please explain how the project will safeguard the records in questions.

Yes ☒ No ☐

Is access to these records in compliance with the state's Open Records Law (KRS 61.870-876) and in an area with proper security and supervision? If no, please explain how this project would ensure compliance.

Yes ☒ No ☐



Kentucky Department for Libraries and Archives
Local Records Program

Part C: Project Outcomes

1. How will this project ensure the preservation of and/or increase public access to these records? What benefit will this project be to your agency and community? How will you disseminate information about this project and its outcomes to the public?

This project will result in the preservation and increased access to 86 deed and marriage books in our office. These are some of the oldest records of our Commonwealth, many in poor condition and this will eliminate the daily handling of these vital records. If this application is awarded, details will be published in the newspaper and upon completion of the project we will notify the newspaper again. Legal representatives will be able to view and print these documents from public workstations without supervision. The original documents will no longer be handled and this will help to ensure that these most important records are preserved forever! This will be a great asset to our local community and to our state.

2. Did you consult with your Regional Administrator while completing this application? Yes ☒ No ☐

3. Can these records be removed from the office during the project? Yes ☐ No ☒ N/A ☐

4. In what format do these records exist? Select all that apply.

Paper ☒ Electronic Files ☒ Microfilm ☒ Microfiche ☐ Aperture Cards ☐

Other: _____

5. Can this project be completed within a single grant cycle (18 months)? Yes ☒ No ☐
(grant cycle for Salary grants is 48 weeks)

6. Additional information/comments:



Kentucky Department for Libraries and Archives
Local Records Program

Part D: Certification

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis.

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request by the Department, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.

Michael R. Williams
Authorized Local Government Official
MICHAEL R. WILLIAMS
BOURBON COUNTY JUDGE EXECUTIVE

Typed or Printed Name and Title

02-15-2019

Date

Richard Stipp
Official Custodian of Records
RICHARD STIPP EADS
BOURBON COUNTY CLERK

Typed or Printed Name and Title

02-15-19

Date



RICHARD STIPP EADS

CLERK BOURBON COUNTY

Courthouse Main Street
P O Box 312
Paris, KY 40361

(859) 987-3143 Fax (859) 987-5668

INVITATION FOR BID PROPOSAL

The Office of the Bourbon County Clerk is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

Special Conditions: Attachment A

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives, or from offerers who use certified laboratories to process their microfilm.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1-050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Offerers will supply all required diase copies to the Kentucky Department for Libraries and Archives of any microfilm created as a result of the project once the primary copy has cleared quality control.
5. Roll microfilm used in this project must be polyester based.
6. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
7. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
8. Offerers for services must make an on-site examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the on-site examination was made.
9. Clarification of terms, descriptions, conditions or specifications for equipment/supplies is the sole responsibility of the offerer.
10. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
11. Offerers must provide services or materials within the term of the grant following the beginning of the FY2019 and subsequent availability of state funds.
12. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.
13. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
14. Written proposals must be received no later than February 15, 2019 to be considered.

Richard Stipp Eads Richard Stipp Eads 02/11/2019
Signature/Title Printed Name Date

LRI.1

R 08/2018



RICHARD STIPP EADS

Bourbon County Clerk

CLERK BOURBON COUNTY

February 11, 2019

Courthouse Main Street
P.O. Box 312
Paris, KY 40361

Under the provisions of the following:

(859) 987-2142 Fax (859) 987-5468

Section 1

Upload images and create system index for the following:

- Deed Books A-Z (1786-1803) - L1317
- Deed Books #6, 10-11, 32-49 (1802-1857) L1317
- Marriage books #90-104 (1984-2014) - L1234

NOTE: It is the sole responsibility of the prospective bidder to inspect images and any other aspect of this bid not explicitly expressed in these specifications.

Bids must be returned to this office by February 15, 2019

IF YOU DO NOT WISH TO BID, PLEASE SUBMIT A NO BID.

If you have any questions, please contact:

Richard Stipp Eads, BCC

Richard Stipp Eads
Bourbon County Clerk
Courthouse Main Street
P.O. Box 312
Paris, KY 40361
Phone: (859) 987-2142



Upload Images and create system index

Create System Index for the following books. The CARD System will require matching the Barcode ID with the created index in CARD. CARD license is required to index into system. These are period books with hand written scrolling with fading. The older the books upon inspection show additional attention to detail are required. Each book during a test run shows that approximately 30-40 hours per book are required to complete the index using our resources to cross reference and confirm correct spelling and identities. This is required to ensure a quality final product.

45 Deed Books A-Z – L1317 (\$750 each) \$33,750.00
26 Deed Books 6, 10-11, 32-49 – L1317 (\$750 each) \$19,500.00
15 Marriage Books 90-104 – L1234 (\$350 each) \$5,250.00
Total: \$58,500.00

Billing Terms:

Data Records Management Services will invoice for each service performed and completed. Tentative start date is within weeks of receiving grant. Payments are due upon delivery and completion of each phase of the project.

Acceptance:

Your acceptance of this proposal constitutes our entire agreement.

Richard Stipp Eads 2-18-19
Client Signature Date

Bourbon County Clerk
Title

RECORDED FOR RECORD
RICHARD STIPP EADS
BOURBON COUNTY, KY
19 FEB 18 AM 8:59

Attachment A
Bourbon County Clerk

February 11, 2019

Uploading Images/Indexing:

Section I

Upload Images and create system Index for the following:

- Deed Books A-Z (1786-1803) - L1317
- Deed Books #6, 10-11, 32-49 (1802-1857) L1317
- Marriage books #90-104 (1984-2014) - L1234

NOTE: It is the sole responsibility of the prospective bidder to inspect images and any other aspect of this bid not explicitly expressed in these specifications.

Bids must be returned to this office by February 15, 2019

IF YOU DO NOT WISH TO BID, PLEASE SUBMIT A NO BID.

If you have any questions, please contact:

Richard Stipp Eads
Bourbon County Clerk
Courthouse Main Street
P.O. Box 312
Paris, KY 40362
Phone: (859) 987-2142

NO BID

Kosile does not do onsite
microfilming

Jim Baumgardner
Kosile

19 FEB 15 PM 2:32

FOR REC'D
RICHARD STIPP EADS
CLERK
Bourbon County

Eads, Richard (Bourbon County Clerk)

From: Guy Zeigler <gzeigler@smllc.us>
Sent: Thursday, February 14, 2019 12:39 PM
To: Eads, Richard (Bourbon County Clerk)
Cc: Arnold, Jackie (KDLA)
Subject: Re: micro film bid

Good Afternoon Richard,

Thank you for the opportunity. However, at this time we submit a no bid.

Guy Zeigler
SM LLC
Sent from my Sprint Phone.

----- Original message -----

From: Eads, Richard (Bourbon County Clerk)
Date: Mon, Feb 11, 2019 3:51 PM
To: ben.gurrola@drmsusa.com; Sandra Edwards;
Cc: tim.baumgardner@kofik.us; Guy Zeigler;
Subject: FW: micro film bid

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

New Bid for microfilm project. Please respond even if it is a no bid. Thanks richard

----- Original Message -----

From: DoNotReply@ky.gov <DoNotReply@ky.gov>
Sent: Monday, February 11, 2019 3:42 PM
To: Eads, Richard (Bourbon County Clerk) <richard.eads@ky.gov>
Subject: micro film bid

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Printer.

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location: machine location not set
Device Name: XRX9C934E5F9501

For more information on Xerox products and solutions, please visit <http://www.xerox.com>

19 FEB 15 PM 2:16
RECEIVED FOR RECORD
- SHARP STOP EADS
- BOURBON COUNTY CLERK